

Memorandum

To: Purchasing Staff

From: Heather A.Obora
Chief Purchasing Officer

Date: April 7, 2006

Re: BOARD REPORTS DEADLINE SCHEDULE

In an effort to better serve all schools and departments, below is a calendar to assist you with your planning from July 2006 through June 2007. While the deadlines may appear aggressive please note that often revisions are requested, as well as review and approval by other departments prior to submission to the Board Office. To ensure timely consideration all Board Reports should be received in Purchasing by dates listed below.

If you have any questions, please call me at 553-2280.

2006-2007 Board Meeting Dates

Month	Board Report Due Date	President's Briefing	Board Member Scheduled for President's Briefing	Board Meeting Date**	Meeting Location
July 2006	July 4 (Tuesday)	July 19 <u>8 a.m.</u>	TBD	July 26 10:30 a.m.	125 S. Clark Board Chamber
August 2006	August 1 (Tuesday)	August 16 <u>8 a.m.</u>	TBD	August 23 10:30 a.m.	125 S. Clark Board Chamber
September 2006	September 5 (Tuesday)	September 20 <u>8 a.m.</u>	TBD	September 27 10:30 a.m.	125 S. Clark Board Chamber
October 2006	October 3 (Tuesday)	October 18 <u>8 a.m.</u>	TBD	October 25 10:30 a.m.	125 S. Clark Board Chamber
November 2006	October 24 (Tuesday)	November 8 <u>8 a.m.</u>	TBD	November 15 10:30 a.m.	125 S. Clark Board Chamber
December 2006	November 28 (Tuesday)	December 13 <u>8 a.m.</u>	TBD	December 20 10:30 a.m.	125 S. Clark Board Chamber
January 2007	January 2 (Tuesday)	January 17 <u>8 a.m.</u>	TBD	January 24 10:30 a.m.	125 S. Clark Board Chamber

Month	Board Report Due Date	President's Briefing	Board Member Scheduled for President's Briefing	Board Meeting Date**	Meeting Location
February 2007	February 6 (Tuesday)	February 21 <u>8 a.m.</u>	TBD	February 28 10:30 a.m.	125 S. Clark Board Chamber
March 2007	March 6 (Tuesday)	March 21 <u>8 a.m.</u>	TBD	March 28 10:30 a.m.	125 S. Clark Board Chamber
April 2007	April 3 (Tuesday)	April 18 <u>8 a.m.</u>	TBD	April 25 10:30 a.m.	125 S. Clark Board Chamber
May 2007	May 1 (Tuesday)	May 16 <u>8 a.m.</u>	TBD	May 23 10:30 a.m.	125 S. Clark Board Chamber
June 2007	June 5 (Tuesday)	June 20 <u>8 a.m.</u>	TBD	June 27 10:30 a.m.	125 S. Clark Board Chamber

***** Please note, all Board Meetings are scheduled as day meetings in the Board Chamber unless otherwise noted and/or changed through the communication from Board Meetings.***